FEB 1 3 1986
COMPLETED
39
D 101.6/7:510-121-7363-A/1985

TYPE MILITARY ORDERS

IES
325

TEC Lesson 510-121-7363-A

ORIGINAL

PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

REVISED DECEMBER 1985

BEST COPY AVAILABLE

If you have questions or comments concerning this TEC lesson, address them to:

Commander
U.S. Army Soldier Support Institute
ATTN: ATSG-DTE-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

BEST COPY AVAILABLE

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 71L
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- properly type military orders making sure all elements are present and positioned correctly IAW AR 310-10.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Typewriter, typing paper and correction fluid
- Pencil/pen, lined paper (to take this lesson only)
- AR 310-10, Military Orders
- A blank, preprinted DA Form 2446 for Practice Exercises is available on page 35 for xerographic copying.

TIME REQUIRED

- Individual: 1.5 hours
- Group: 1.5 hours

REFERENCES

- FM 71L1/2 (Task 121-004-1208)
- AR 310-50, Catalog of Abbreviations and Brevity Codes

STUDENT INSTRUCTIONS

- Prerequisites: None
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

BEST COPY AVAILABLE

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material, and equipment required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer 20 of 24 test items correctly.
- Make sure students have the material, and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

BEST COPY AVAILABLE

TEC LESSON 510-121-7363-A

Revised December 1985

Type Military Orders

This test consists of two (2) situations that cover every training objective of the lesson. These situations have a total value of 24 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on pages 35 through 37. If you do not score at least 20 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

For this lesson only:

If you are typing your responses, you will need a typewriter, typing paper, correction fluid and AR 310-10, Military Orders. If you are handwriting your responses you will need pen or pencil, lined paper and AR 310-10, Military Orders.

Using the information below, and on pages 4-7, properly type military orders in the correct format.

Situation 1:	You are assigned as an administrative specialist in the 54th Infantry Division (M), Administrative Services Division. You have just received the Request for Orders on the next page, and the numerical log shown on page 5. You also have the following information available to you:
LETTERHEAD INFORMATION:	Headquarters, 54th Infantry Division, (Mech), Fort Atterbury, Indiana 46124-9000
TODAY'S DATE:	15 November 1994
SIGNED FOR THE COMMANDER BY:	Charles F. Mitten, Major, AG, Deputy Adjutant General
PHONE NUMBER:	Autovon 699-3791

BEST COPY AVAILABLE

PRETEST/POSTTEST

Situation 1

REQUEST FOR ORDERS

For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center

DATE OF REQUEST: 15 November 1994

TO	FROM
Chief Administrative Services Division	Chief Personnel Services Division

TITLE OF FORMAT: AWARDS

STANDARD NAME LINE: NOFFKE, RICHARD P 999-00-0875 SFC HHC, 3d Bn 3d AR (WZ14TO) Ft Atterbury, IN 46124-9322

LEAD LINE	VARIABLE INFORMATION
Award:	Meritorious Service Medal
Date(s) or period of service	15 July 1993 to 15 November 1994
Authority:	Paragraph 2-15, AR 672-5-1
Reason:	For Meritorious Service
Format:	320
DISTRIBUTION:	A plus SFC Noffke (5) Cdr, HHC, 3d Bn 3d AR Ft Atterbury, IN 46124-9322 Cdr, U.S. Army Enlisted Records and Evaluation Center ATTN: AJJAG-M Ft Atterbury, IN 46124-9000 (1) MPRJ (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON PLUS EXTENSION (Type or Print)	SIGNATURE
Raymond C. Fraker, MSG, 699-3175	Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

Situation 1

PERMANENT ORDERS **SAMPLE** 1994

ORDERS LOG

ORDER NUMBER		FORMAT	NAME	SSN	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
1 Nov 94	71-1	320	Arbuckle, Russell	0863	1 Nov 94/10:00	A-1	3 Nov/1300
	71-2	320	Martin, Dennis	0876	↓	↓	↓
	71-3	320	Fuqua, Alberto	0909	↓	↓	↓
	71-4	320	Fitch, Clyde	0895	2 Nov 94/11:00	A-2	4 Nov/09:00
	71-5	320	Sheens, William	0880	↓	↓	↓
6 Nov 94	72-1	320	Stine, Mark	0882	6 Nov 94/08:30	A-3	7 Nov/09:00
	72-2	320	Giddens, Clarke	0899	↓	↓	↓
12 Nov 94	73-1	320	Gerald, Finn	0901	12 Nov 94/09:00	A-4	12 Nov/10:00
	73-2	320	Iacona, Frank	0914	↓	↓	↓
	73-3	320	Jarrett, Harvey	0937	↓	↓	↓
13 Nov 94	74-1	320	Kessel, David	0942	13 Nov 94/08:30	A-5	13 Nov/13:00
15 Nov 94	75-1	320	Haas, Herman	0886	15 Nov 94/08:30	A-6	

LOG FOR PERMANENT ORDERS SHOWING LAST ENTRY

BEST COPY AVAILABLE

PRETEST/POSTTEST

Situation 2: You are an administrative specialist working in the Orders Section of the 54th Infantry Division (M) Administrative Services Department. You have just been given the Request for Orders shown on the next page and told to type the military orders it requests. You have the following information:

LETTERHEAD: Headquarters, 54th Infantry Division (Mech), Ft Atterbury, IN 46124-9000

TODAY'S DATE: 1 November 1994

SIGNED FOR THE COMMANDER BY: Charles F. Mitten, Major, AG, Deputy Adjutant General

PHONE NUMBER: Autovon 699-3791

LOG FOR ORDERS:

ORDERS **SAMPLE** 1 NOVEMBER 1994

ORDERS LOG

ORDER NUMBER	FORMAT	NAME	SSN	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
305-1	700	Matis, Joseph	0851	1 Nov 94/11:00	B-3	1 Nov 94/13:00
305-2	740	Thompson, Cecil	0868	1 Nov 94/11:30	B-4	1 Nov 94/13:00
305-3	414	Gilley, Morrie Jr	0884	1 Nov 94/12:00	B-5	1 Nov 94/15:00

BEST COPY AVAILABLE

Situation 2

REQUEST FOR ORDERS For use of this form, see AR 310 10, the proponent agency is The US Army Adjutant General Center	DATE OF REQUEST 1 November 1994
TO: Chief Administrative Services Division	FROM: Chief Personnel Services Division
TITLE OF FORMAT REVOCATION OR RECESSION OF ORDERS	
STANDARD NAME LINE BANNON, ELMER KEVIN 999-00-0854 PFC HHC, 3d Bn, 3d AR (WZ14TO) Ft Atterbury, IN 46124-9322	

LEAD LINE	VARIABLE INFORMATION
Action:	Revoke
So much of :	Orders 293-4 Hqs 54th Infantry Division (M) 23 October 1994
Pertaining to:	Reassignment of Bannon, Elmer K. 999-00-0854 PFC Headquarters Company U.S. Army Garrison (W13OD2), APO San Francisco 96555
Authority:	Verbal Orders of Commanding General, 1 November 1994
Format:	705
DISTRIBUTION:	B plus PFC Bannon (5) Cdr, Hq Co USAG, APO SF 96555 (1) Cdr, 3d Bn, 3d AR Ft Atterbury, IN 46124-9322 (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print)	SIGNATURE
Raymond C. Fraker, MSG, 699-3175	Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED.

BEST COPY AVAILABLE

TEC LESSON

INTRODUCTION

This lesson teaches you how to use the correct format in typing military orders.

Orders are the verbal and written means by which a commander gives instructions to units or individuals under his command.

One of your responsibilities as an administrative specialist will be to type military orders in the proper format from given information. There are several ways that you may receive the information you need. It may come to you on a Disposition Form, on a written Optional Form (OF 41), or in verbal instructions from your supervisor.

Throughout this lesson you will receive the needed information on Department of the Army Form 2446 which is titled REQUEST FOR ORDERS. This form is usually prepared and verified by the Personnel Services Division and is sent to you in the Administrative Services Division.

On the job there may come a time you will be required to initiate this form as well as to type the military orders requested by it. However, in this lesson you will be given a completed and correct Request for Orders and you will only be required to type the military orders it requests.

Before going further open your copy of AR 310-10, read paragraph 2-13, and examine figure 2-3. This will illustrate what a completed Request for Orders looks like.

Even though, for this lesson, you will not have to prepare the Request for Orders, you should be familiar with it and with its uses. You should also be able to decide if the information given you on the Request for Orders is sufficient to type the requested military orders IAW AR 310-10.

The first part of this lesson will describe the Request for Orders which will be your major source document when typing military orders other than those for temporary duty (TDY). The parts which follow will describe the procedures to follow in typing military orders IAW AR 310-10.

BEST COPY AVAILABLE

REQUEST FOR ORDERS

For use of this form, see AR 310 10, the proponent agency is The US Army Adjutant General Center

DATE OF REQUEST: 23 May 1994 (1)

TO: Chief Administrative Services Division (2)

FROM: Chief Personnel Services Division (3)

TITLE OF FORMAT (4)

DETAIL OF OFFICERS TO THE ARMY GENERAL STAFF

STANDARD NAME LINE

PIKE, GARY E. 999-00-0840 LTC HHC, 3d Bn, 3d AR (WZ14TO) Ft Atterbury, IN 46124-9322 (5)

LEAD LINE	VARIABLE INFORMATION
Effective date: (6) Format:	23 May 1994 (7) 312
DISTRIBUTION: (8)	D plus LTC Pike (5) Cdr, Hq Co, 3d Bn, 3d AR Ft Atterbury, IN 46124-9322 (1) HQDA, (AJJCG) Ft Atterbury, IN 46124-9000 (1) HQDA (AJJCS) Ft Atterbury, IN 46124-9003 (1) MPRJ (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print)
Raymond C. Fraker, MSG, 699-3175

SIGNATURE: Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

TEC LESSON

REQUEST FOR ORDERS -- DA FORM 2446

The information provided by each of the titles on DA Form 2446, Request for Orders, is described below. Refer to the illustration on page 9, or to figure 2-3 in AR 310-10, while reading these descriptions.

1. DATE OF REQUEST: Identifies the date the form is prepared.

2. TO: Identifies the agency of the command to which the completed form is sent. This is the agency that will type the actual military orders from the Request for Orders. In this case it is the Administrative Services Division.

3. FROM: Identifies the individual or office that is requesting the military orders. This is the person or agency that prepared the Request for Orders. REMEMBER: You will usually not be responsible for preparing the Request for Orders. However, you will be responsible for understanding it so that you can type the military orders it requests.

4. TITLE OF FORMAT: Identifies the type of ACTION being requested on the military orders. There are many different ACTIONS that may occur on military orders. Each has its own FORMAT. All the FORMATS used for military orders are contained in Appendix A of AR 310-10. They are listed by title (subject) in the index (index pages 1 through 7).

5. STANDARD NAME LINE: Identifies the individual (or unit) affected by the ACTION of the military orders being requested. Paragraph 2-6 and Figure 2-1 of AR 310-10 tells you more.

6. LEAD LINES: Identify and control items of variable information (see below). You will learn more about lead lines later on. The important thing to remember for now is that lead lines are given as part of the FORMAT.

7. VARIABLE IFORMATION: Consists of data which corresponds to a lead line. This information is not part of the format, but varies according to the individual situation. Note that one item of variable information is the format number. This number is determined by the type of action being requested.

BEST COPY AVAILABLE

8. DISTRIBUTION: Lists those who should receive the military orders and the number of copies each should receive. Paragraph 1-16, AR 310-10 gives you more information on distribution.

9. REQUESTER'S NAME/ PHONE NUMBER Identifies the individual who has requested (or has been directed to request) that the military orders be published. Requests for orders should be signed ONLY after all the data on the form has been verified as being correct by the office that prepared the form. The phone number is usually an AUTOVON number.

10. REQUESTER'S SIGNATURE: Payroll signature

Once a Request For Orders is received in the Administrative Services Section, generally the following steps are taken:

1. Verification of the information and the signature of authorized requestor.
2. Logging and assigment of an order number.
3. Typing of the order in its entirety, in the correct format, and proofreading it.
4. Printing of the order in the required number of copies.

BEST COPY AVAILABLE

TEC LESSON

For the purposes of this lesson, the information on the Requests For Orders which will be given to you has been verified and is correct in terms of content, spelling and use of abbreviations. You need not look for errors on these Request for Orders but should use the information just as it is shown.

REQUEST FOR ORDERS For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center	DATE OF REQUEST 23 May 1994
TO Chief Administrative Services Division	FROM Chief Personnel Services Division
TITLE OF FORMAT DETAIL OF OFFICERS TO THE ARMY GENERAL STAFF	
STANDARD NAME LINE PIKE, GARY E. 999-00-0840 LTC HHC, 3d Bn, 3d AR (WZ14TO) Ft Atterbury, IN 46124-9322	

LEAD LINE	VARIABLE INFORMATION
Effective date: Format: DISTRIBUTION:	23 May 1994 312 D plus LTC Pike (5) Cdr, Hq Co, 3d Bn, 3d AR Ft Atterbury, IN 46124-9322 (1) HQDA, (AJJCG) Ft Atterbury, IN 46124-9000 (1) HQDA (AJJCS) Ft Atterbury, IN 46124-9003 (1) MPRJ (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print)	SIGNATURE
Raymond C. Fraker, MSG, 699-3175	Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

PRACTICE EXERCISE 1

Use of this lesson and AR 310-10 is not only permitted, IT IS ENCOURAGED. You will need a pencil and paper to complete this exercise.

Exercise A:

Looking at the completed Request for Orders on the preceding page, write your answers to the following questions:

1. On what date was this Request for Orders prepared?
2. What is the name of the person who will be affected by the Military Orders being requested?
3. What type of action is being requested?
4. What is the number of the format that you would use when preparing orders from this Request for Orders?

Exercise B:

Using AR 310-10, find the format numbers for the following types of actions:

1. Hazardous duty pay.
2. Promotion of a Regular Army Officer.
3. Transfer of a unit.

BEST COPY AVAILABLE

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1

Exercise A:

1. 23 May 1994
2. LTC Gary E. Pike
3. Detail of Officers to the Army General Staff
4. Format number 312

Exercise B:

1. Format 332
2. Format 380
3. Format 745

If you have any questions on the Request for Orders or on locating formats, review this last section before going on.

BEST COPY AVAILABLE

PARTS OF MILITARY ORDERS

Before you can type military orders you must first become familiar with the different SECTIONS and PARTS. On the following page is a completed Military Order and the Request for Orders that was used to give the information for that Military Order. Listed below are the different SECTIONS of the Military Orders and the parts that make up each section. As you read the information locate each section and part on the sample Military Order on p. 16. Each is identified by its matching number.

A. Heading Section:

1. LETTERHEAD.
2. TYPE OF ORDERS AND ORDERS NUMBER. Later in this lesson you will learn how to find out the type of orders and how to figure the ORDERS NUMBER.
3. DATE. This is the date the orders are logged.

B. Body Section:

4. STANDARD NAME LINE. This line shows who (individual) or what (unit) is affected by the orders.
5. CONSTANT INFORMATION. This information announces the action to be taken. It is not part of the Request for Orders, but is given as a part of the format in AR 310-10.
6. LEAD LINES. The Lead Lines are given in the particular format that you use when preparing the military orders. The lead lines are the same as those found in the Request for Orders.
7. VARIABLE INFORMATION. This is the information that follows the Lead Lines. The variable information is not part of the format but rather it varies depending on the situation and on the individual/unit being affected by the military orders being published. It is found in the Request for Orders.

C. Authentication Section:

8. AUTHORITY LINE. The authority line is used when someone other than the commander (or head of an organization) signs the military orders.
9. SIGNATURE BLOCK. This block includes the name, grade, branch of service, and title of the individual authorizing the publication of the military orders.

D. Distribution Section:

10. This section lists individuals and/or units that should receive the military orders, and the number of copies each should receive. It is included as part of the Request for Orders.

E. Margins.

11. The margins on military orders are the same as those used for a military letter. They should be 1" in from both the left and right edges of the paper.

BEST COPY AVAILABLE

REQUEST FOR ORDERS

DATE OF REQUEST: 25 September 1994

TO: Chief, Administrative Services Division

FROM: Chief, Personnel Services Division

TITLE OF FORMAT: REASSIGNMENT (TEMPORARY DUTY ENROUTE) WITHOUT OVERSEA TRAVEL

STANDARD NAME LINE: BRADSHAW, JOHN R. 999-00-0844 CPT 3d Bn, 3d Ar (WZ14TO) Ft Atterbury, IN 46124-9322

LEAD LINE	VARIABLE INFORMATION
Assigned to:	3rd Armored Cavlary Regiment (WAYBAA) Ft Bliss, TX 79916
Reporting date:	20 January 1995
Temporary duty at:	Ft Benning
Reporting date, temporary duty station:	12 December 1994
Period of temporary duty:	13 December 1994, end date 13 January 1995
Purpose of temporary duty:	Officer to attend Airborne School
Additional instructions:	
FOR ARMY USE	
Auth:	NA
Acct Clas:	2152020 32-30 219/2199 P810000 S99999
MDC:	2B06
Enl/REENLE indic:	NA
PPD:	NA
PMOS/SSI:	NA
FORMAT:	412
Proj specialty:	NA
Pers con no:	FCTB11R000585
PEBD:	NA
Asgd to mgt dsg:	NA
Con specialty:	42
Proj specialty:	42

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON PLUS EXTENSION (Type or Print): ROGER S. EMBRY CPT AG 699-2138

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446.

Assume that the information on the Request for Orders has been verified and is correct. Use the information as it is shown.

THIS REQUESTS THIS

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

ORDERS 268-156 25 September 1994

BRADSHAW, JOHN R. 999-00-0844 CPT 3rd Bn, 3rd Ar (WZ14TO) Ft Atterbury, IN 46124-9322

You will proceed on permanent change of station with temporary duty enroute as shown.

Assigned to: 3rd Armored Cavalry Regiment (WAYBAA) Ft Bliss, TX 79916
Reporting date: 20 January 1995
Temporary duty at: Ft Benning
Reporting date, temporary duty station: 12 Dec 94
Period of temporary duty: 13 Dec 94, end date 13 Jan 95
Purpose of temporary duty: Officer to attend Airborne School.

Additional instructions: (a) You are authorized shipment of household goods.
(b) If you plan to ship personal property at government expense, contact the transportation office of your duty station immediately after arrival to arrange for delivery.
(c) You will submit a travel voucher for this travel to the custodian of your finance records within 15 days after completion of travel.
(d) You are required to report to the Family Housing/Housing Referral Office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing.
(e) Service obligation of one year incurred (Provisions of AR 635-100 and AR 635-120 apply).
(f) Officer will be attending airborne training enroute to Ft Bliss.
(g) This officer is an Advanced Course Graduate.

FOR ARMY USE:
Auth: NA
Acct Clas: 2152020 32-30 219/2199 P810000 S99999
MDC: 2B06
Enl/REENLB indic: NA
PPD: NA
PMOS/SSI: NA
Format: 412
Pers con no: FCTB11R000585
PEBD: NA
Asgd to mgt dsg: NA
Con specialty: 42
Proj specialty: 42

BEST COPY AVAILABLE

The very first thing you do before you type military orders from a completed Request for Orders is to locate the format number on the Request for Orders. Reminder, this appears under VARIABLE INFORMATION.

Next you find the format number in Appendix A of AR 310-10. You must use this format as you type the Military Orders requested. The LETTERHEAD is the first part of the Military Orders that you type out. In this lesson the information necessary to complete the letterhead will be given to you. The letterhead is centered on the page beginning five (5) spaces down from the top of the paper.

After you have entered the letterhead, the next step is to enter the TYPE OF ORDERS. This is done two spaces below the last line of the letterhead beginning at the left margin.

There are two types: ORDERS and PERMANENT ORDERS.

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

ORDERS 268-156 25 September 1994

[redacted], JOHN R, 999-00-0844 CPT 3rd Bn, 3rd Ar (WZ14T0) Ft Atterbury, IN

ORDERS are used primarily to announce actions that affect the status of one or more individuals. Some examples are the assignment of an individual to a unit or reassignment from a unit, and the promotion or discharge of an individual.

PERMANENT ORDERS. Permanent orders are used primarily to announce awards presented to an individual, or to announce changes that affect the status of whole units. Some examples are the award of the Good Conduct Medal, the activation or deactivation of a unit, and the assignment or attachment of an organization or unit.

BEST COPY AVAILABLE

TEC LESSON

At the bottom of most formats contained in Appendix A, AR 310-10 you will find a section titled "NOTES." If the format you are using is for a permanent order, it will say so in the "NOTES." If it does not say "publish as permanent orders" in the notes, then it will be published as orders.

Remember: after finding the correct format needed in Appendix A, always read through all the "NOTES" at the bottom of the page before typing the Military Orders. If the "NOTES" do not direct "publish as permanent orders," then you will be using "orders."

SPACING: Figure 2-4, AR 310-10, shows you the correct spacing between the sections/parts. The numbers in the circles in figure 2-4 show the number of lines (spaces) that will be left blank between SECTIONS/PARTS. When the Figure shows a (1), that means you would actually enter the section/part on the 2d line/space from the previous entry leaving one blank space.

NUMBERING MILITARY ORDERS

One of the most important parts of military orders is the orders number. Without it, or with an incorrect number, identification and filing of the orders would be impossible. An orders number is composed of two and up to three numbers separated by a dash (-). It follows the term "PERMANENT ORDERS" or "ORDERS." For an example, refer to Figure 2-4, AR 310-10.

Both Permanent Orders and Orders are numbered using the same procedure. Since you may be publishing both types of orders on the same day, you should maintain separate numerical logs for each type to help you keep track of what numbers you use.

The procedure is as follows:

- First, look at the number "1" in "1-2." The first day of the year in which a permanent order is published is counted as day 1. This number is then increased by one on each additional day that permanent orders are published. The number does not increase on days that go by without permanent orders being published. "18-1" would mean that this was the 18th day of the year on which an office had published permanent orders.

- The "2" in the Permanent Orders number "1-2" means that it is the second order of that type published that day. There is no limit to what the second number can be. If you publish only one permanent order on day 1, your only Permanent Order number would be 1-1. If you published 446 permanent orders, on day 1, your last orders number would be 1-446.

BEST COPY AVAILABLE

Your logs should contain the type of action being taken on each order (promotion, reassignment, award, etc.), to whom it applies, and the date of the order. The logs you maintain are your logs to help you on the job. The illustrations on page 21 show a suggested format for numerical logs that could easily be maintained for both types of orders. Take a look at them now.

The date that is entered on military orders is the date the orders will be signed and published. In this lesson you will be given this date as "today's date." For purposes of this lesson the date of the military orders will be entered with NO abbreviations.

PRACTICE EXERCISE 2

Situation: You are an administrative specialist in the Orders Section, Administrative Services Division. Your letterhead information is Department of the Army, Headquarters, 54th Infantry Division (Mech), Fort Atterbury, Indiana 46124-9000. Today's date is 1 November 1994. Your supervisor has handed you a Request for Orders (shown on page 20). He has directed you to type the required military order for administrative review, signature and publication. The following information and materials are available to you.

a. The completed Request for Orders (page 20).

b. The logs you maintain for numbering each type of military orders, showing the most recent entries (page 21).

c. This is the second order of the type required, to be typed today.

Using the information above and AR 310-10, type the Heading Section only of the required order on your paper. DO NOT go any further than the heading section.

BEST COPY AVAILABLE

TEC LESSON

REQUEST FOR ORDERS

For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center

DATE OF REQUEST: 1 November 1994

TO	FROM
Chief Administrative Services Division	Chief Personnel Services Division

TITLE OF FORMAT: MOS ACTION

STANDARD NAME LINE: THOMPSON, CECIL N. 999-00-0868 SSG HHC, 3d Bn , B Ar (WZ14TO) Ft Atterbury, IN 46124-9322

	LEAD LINE	VARIABLE INFORMATION
1		
2	Awarded:	Primary MOS 96B30
	Withdrawn:	96B20
	Effective date:	1 November 1994
	Reclassification control number:	6
	Additional instructions:	Not applicable
	Format:	310
	DISTRIBUTION:	B plus SSG Thompson (5) Cdr, 3d Bn, 3d AR, Ft Atterbury, IN 46124-9322 (1) HQDA (AJJCG) Ft Atterbury, IN 46124-9000 (1) Cdr, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-FS Ft Benjamin Harrison, IN 46249-5301

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print): Raymond C. Fraker, MSG, 699-3175

SIGNATURE: Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

305 ORDERS **SAMPLE**

ORDERS LOG

ORDER NUMBER	FORMAT	NAME	SSN	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
305 1	700	Artis, Joseph	0951	1 NOV 94 / 11:00	A-1	

LOG FOR PERMANENT ORDERS SHOWING LAST ENTRY

PERMANENT ORDERS **SAMPLE** 1994

ORDERS LOG

ORDER NUMBER	FORMAT	NAME	SSN	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
1NOV94 75-1	320	Iacona, Frank	0914	1 NOV 94 / 09:30	A-1	

LOG FOR ORDERS SHOWING LAST ENTRY

BEST COPY AVAILABLE

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9322

ORDERS 305-2 1 November 1994

Your heading section should look like the one shown above.

1. Did you center the letterhead as shown?

2. Did you "space" as shown?

3. Did you use the term "Orders?" If you chose "Permanent Orders," then you made a mistake. Remember, use the Request for Orders to get the format number, then turn to that format number in Appendix A in AR 310-10 and read the notes at the bottom of that page. If the notes do not say "Publish as a Permanent Order" or similar words, then it is simply an "Order."

4. Did you show the correct Orders Number? If not, go back and review that section of this lesson on the numbering of orders. Reminder -- use the order numbering logs!

5. Did you write the complete date, military style? If you made any errors, go back and review those sections of the lesson where you made those errors.

BEST COPY AVAILABLE

BODY SECTION

STANDARD NAME LINE

Normally the first part of the body is the STANDARD NAME LINE. It identifies the individual or unit that is affected by the military orders. When typing military orders, copy the STANDARD NAME LINE just as it is given to you on the Request for Orders.

Enter the STANDARD NAME LINE on the second line, two spaces below the orders type and number. Begin it at the left margin. See figure 2-4 for spacing, and figures 2-5 and 2-6 in AR 310-10 for examples of STANDARD NAME LINES.

CONSTANT INFORMATION

Two lines below the standard name line beginning at the left margin is the CONSTANT INFORMATION. This tells what action is being taken by the orders. You will NOT find this line on the Request for Orders. It is given to you as a part of the particular format in Appendix A of AR 310-10. All you have to do is copy the information word for word from the format in Appendix A. See paragraph 2-7 and Figure 2-5 in AR 310-10 for an example of this.

LEAD LINES

If you look at the sample Request for Orders for SSG Thompson (page 20), you will see that there is a "list" of several words and phrases followed by colons(:). These are the LEAD LINES. These LEAD LINES are given to you on the Request for Orders, and are also given as a part of the format in Appendix A, AR 310-10.

Begin the LEAD LINES two lines down from the LEAD LINE heading and block them along the left margin. Use single spacing between the LEAD LINES. See paragraph 2-8 and Figure 2-4, AR 310-10 for additional information.

BEST COPY AVAILABLE

TEC LESSON

Some of the formats in Appendix A, AR 310-10 have a second list of lead lines following the usual lead lines. This second list has the words "FOR ARMY USE" above it. Take a look at FORMAT 342 in Appendix A, AR 310-10 for an example. Notice that these LEAD LINES are abbreviated. The person or unit affected by the orders does not have to use the variable information that follows these special lead lines. That information is just "FOR ARMY USE" by certain offices, such as the Finance Office, or the Transportation Office.

VARIABLE INFORMATION

VARIABLE INFORMATION corresponds to the lead lines. However, unlike the lead lines, this VARIABLE INFORMATION is not given to you as part of the format contained in AR 310-10. It varies depending on the individual or unit affected by the orders.

You get the VARIABLE INFORMATION from the Request for Orders. See paragraph 2-9 and figure 2-3 in AR 310-10. Notice in figure 2-3 that VARIABLE INFORMATION which requires more than one line is still indented two (2) spaces from the left margin.

AUTHENTICATION SECTION

There are only two main parts in the Authentication Section. The first is the Authority Line. It is used only when the orders are being signed by someone other than the commander. The Authority Line is entered on the second line below the last lead line and begins at the left margin. It consists of the words "FOR THE COMMANDER," followed by a colon (:). See Figure 2-5, AR 310-10, for an example.

The second part of the Authentication Section is the signature block. It is made up of the name, the grade and branch of service, and the title of the person who is signing the orders. It begins at the center of the page on the fifth line below the Authority Line, or on the fifth line below the last Lead Line when an Authority Line is not used.

See Figure 2-6 in AR 310-10 for an example.

You should now know how to complete the Body and Authentication sections of military orders. You may check your understanding by taking Practice Exercise 3.

BEST COPY AVAILABLE

PRACTICE EXERCISE 3

Using the Request for Orders on SSG Giordano, shown below, and AR 310-10, type the Heading, BODY and Authentication sections for his military orders. This will be orders number 305-3 on 1 Nov 1994.

LTC Pershon will sign this order for the commander. His signature block information is: Calvin E. Pershon, LTC, AG, Adjutant General.

REQUEST FOR ORDERS

For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center

DATE OF REQUEST: 1 November 1994

TO:	FROM
Chief, Administrative Services Division	Chief, Personnel Services Division

TITLE OF FORMAT: REDUCTION (OTHER THAN DISCIPLINARY)

STANDARD NAME LINE: GIORDANO, ANGELO M. 999-00-0860 SSG 3rd Bn, 3rd Ar (WZ14T0) Fort Atterbury, IN 46124-9322

LEAD LINE	VARIABLE INFORMATION
From:	Staff Sergeant E 6
To:	Sergeant E 5
Effective date:	3 November 1994
Authority:	Paragraph 6-1(b), AR 600-200
Format:	306
DISTRIBUTION:	B plus Sgt Giordano (5) Cdr, Hq Co 3rd Bn, 3rd AR Ft Atterbury, IN 46124-9322 (1) PSD, 54th Inf Div(M) Ft Atterbury, IN 46124-9000(1) Record set (1) Reference set (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print): ROGER S. ENBRY CPT AG 699-2138

SIGNATURE: Roger S. Enbry

DA FORM 1 JAN 75 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 3

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

ORDERS 305-3 1 November 1994

GIORDANO, ANGELO M. 999-00-0860 SSG Hq Co 3rd Bn, 3rd Ar (WZ14TO) Ft Atterbury, IN 46124-9322

You are reduced in grade of rank as indicated below.

From: Staff Sergeant E6
To: Sergeant E5
Effective date: 3 November 1994
Authority: Paragraph 6-1(b), AR 600-200
Format: 306

FOR THE COMMANDER:

CALVIN A. PERSHON
LTC, AG
Adjutant General

The Heading, Body and Authentication sections on your worksheet should look like the one above.

If you made any errors, go back, review the lesson and correct those errors before going on. Save your worksheet, you will need it later.

BEST COPY AVAILABLE

DISTRIBUTION SECTION

You now know how to prepare most parts of Military Orders. On the same line as the beginning of the signature block you enter at the left margin the word, "DISTRIBUTION" followed by a colon (:). On the next line, at the left margin, list the individuals and organizations followed by the number of copies each is to receive. The number of copies is enclosed in parentheses.

You get ALL this information from the Request for Orders. All you have have to do is copy it. Take just a minute to think about a special kind of distribution listing known as FORMULA DISTRIBUTION. You may have already noticed this type of distribution on some of the previous Requests for Orders or Orders that you have seen in AR 310-10 or this lesson.

A FORMULA DISTRIBUTION is nothing more than a single letter of the alphabet being used in place of a long list of units and/or individuals. Once again, this FORMULA DISTRIBUTION, if used, will be given to you on the Request for Orders.

PRACTICE EXERCISE 4

Now finish the worksheet on Giordano by doing Practice Exercise 4 on the DISTRIBUTION SECTION. The needed information can be found in the illustration on page 25.

BEST COPY AVAILABLE

SOLUTIONS TO PRACTICE EXERCISE 4

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

ORDERS 305-3 1 November 1994

GIORDANO, ANGELO M. 999-00-0860 SSG Hq Co 3rd Bn, 3rd Ar (WZ14TO) Ft Atterbury, IN 46124-9322

You are reduced in grade of rank as indicated below.

From: Staff Sergeant E6
To: Sergeant E5
Effective date: 3 November 1994
Authority: Paragraph 6-1(b), AR 600-200
Format: 306

FOR THE COMMANDER:

CALVIN A. PERSHON
LTC, AG
Adjutant General

DISTRIBUTION:
B plus
SGT Giordano (5)
Cdr, Hq Co 3rd Bn, 3rd Ar,
Ft Atterbury, IN 46124-9322 (1)
PSD, 54th Inf Div (M) Ft Atterbury,
IN 46124-9000 (1)
Record set (1)
Reference set (1)

The DISTRIBUTION SECTION of your orders should be as shown above. Correct any errors BEFORE moving on.

BEST COPY AVAILABLE

CHANGING MILITARY ORDERS

It is extremely important that military orders be accurate and correct when published. Any mistakes in military orders must be corrected. An error in an ORDER announcing a grade change could keep an individual from being promoted.

Incorrect information in military orders may result in errors being entered on other forms and documents. This could seriously affect the status of an individual or a unit.

There are several methods for changing military orders. Three will be described below:

1. AMENDMENTS
2. RESCISSIONS
3. REVOCATIONS

These three actions are taken using the same procedures you have just learned for typing military orders. You will receive a completed Request for Orders, get the format number from the Request for Orders, and then find that format in Appendix A, AR 310-10. Following the format, and using the information from the Request for Orders, you would type the AMENDMENT, RESCISSION or REVOCATION just as you did for Military Orders. When changing "Permanent Orders," your AMENDMENT, RESCISSION, or REVOCATION will be "Permanent Orders." By the same token, "Orders" are used to change "Orders."

Exactly how do these three methods change military orders, and what is the difference among the three?

1. AMENDMENT. An amendment changes or corrects all or part of previously issued Military Orders. Take a moment to look at FORMAT 700 in AR 310-10.

2. RESCISSION. A rescission cancels previously issued military orders as of a certain date. Military orders are rescinded when there is no longer a reason for keeping them in effect. See FORMAT 705 in AR 310-10.

3. REVOCATION. A revocation recalls previously issued military orders. The result is the same as if the military orders in question had never been published. See FORMAT 705, AR 310-10.

Note: Only the headquarters that published the military orders in question can AMEND, RESCIND, OR REVOKE those orders. See paragraph 1-18, AR 310-10. The Request for Orders will tell you and give you the number of the format to use.

BEST COPY AVAILABLE

TEC LESSON

There are two other methods for correcting Military Orders. The first is through a CORRECTED COPY. This simply means that the incorrect military orders (already published or issued) are retyped to correct the wrong information. See paragraph 1-19 AR 310-10 for further information.

If incorrect orders are issued by another headquarters, a second method, an ENDORSEMENT, is used. The ENDORSEMENT method permits a commander to make small corrections, additions or changes to existing orders issued by another headquarters.

You will not be required to type a corrected copy or an endorsement in this lesson however, for information purposes, a correct Endorsement to military orders is illustrated below.

ATZI-PAG-PM (24 August 1994) 2nd End
SUBJECT: ORDERS # 165-41, DA HQ, XVIII Airborne Corps and Fort Bragg, Fort Bragg, North Carolina 28307-5000 (24 Aug 94)

Headquarters, 54th Infantry Division (Mech), Fort Atterbury, IN 46124-9000 (18 January 1995)

TO: BUNKER, KELLY J. 999-00-3010 2LT USA ROTC Sr Prog 1st ROTC Rgn (W3W4AA) Ft Bragg, NC 28307 w/dy sta Providence College, Providence, RI 02918 w/tdy Co D 1st Bn Trp Bde (W1EX1D) Ft Atterbury, IN 46124-9000 MAC 2-85

The order stated above is changed as indicated: As reads: Reporting date: Not later than 5 January 1995. How changed: ICTR: Reporting date: 1 April 1995.

FOR THE COMMANDER

JOHN W. REID
CW3, USA
Chief, Student MILPO

DISTRIBUTION:
ASB (1)
PSR (2)
PSM (2)
FIN TL (5)
Cdr, 1st Bn PAC (1)
Cdr, Co D 1st Bn (1)
Cdr, 1st ROTC, Ft Bragg, NC 28307 (2)
Cdr, 18th Repl C, Ft Benning, GA 31905 (5)
2LT BUNKER (20)

BEST COPY AVAILABLE

SELF-EVALUATION EXERCISE

The Self-Evaluation Exercise gives you a chance to see whether you understand how to type military orders and whether you are ready to take the posttest for this lesson.

If you know how to type, type your responses. If you do not know how to type, handwrite your responses.

If you are typing your responses, you will need a typewriter, typing paper, correction fluid, and AR 310-10. If you are handwriting your responses, you will need a pencil, lined paper and AR 310-10.

Using the information below, the Request for Orders on Page 32, the numerical logs of Military Orders issued on page 33, and AR 310-10, type (or write) the MILITARY ORDERS. When you have finished your military orders, review it for accuracy.

Situation: You are assigned as an administrative specialist in the Orders Section, Administrative Services Division. Your letterhead information is: Department of the Army; Headquarters, 54th Infantry Division (Mech), Ft Atterbury, Indiana 46124-9000. So far today, 1 Nov 94, you have issued one "Permanent Orders," and three "Orders." The signature block for military orders is: Calvin A. Pershon, LTC, AG, Adjutant General.

BEST COPY AVAILABLE

SELF-EVALUATION EXERCISE

REQUEST FOR ORDERS For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center	DATE OF REQUEST 1 November 1994
TO: Chief Administrative Services Division	FROM Chief Personnel Services Division
TITLE OF FORMAT REASSIGNMENT INTRA STATION - INDIVIDUAL - NO TRAVEL	
STANDARD NAME LINE TOWER, JAMES H., JR. 999-00-0846 CPT Hq 3rd Bn, 3rd Ar (WZ14TO) Ft Atterbury, IN 46124-9322	

LEAD LINE	VARIABLE INFORMATION
Assigned to:	Co A 3rd Bn, 3rd Ar (WZ14TO) Ft Atterbury, IN 46124-9322
Reporting date:	1 November 1994
Movement designator code:	3E01
Additional instructions:	You will report to building 615, 1 November 1994 for processing.
Format:	420
DISTRIBUTION:	C plus CPT Tower (10) Cdr, Hq Co, 3rd Bn, 3rd Ar, Ft Atterbury, IN 46124-9322 (1) Cdr, Co A, 3rd Bn, 3rd Ar Ft Atterbury, IN 46124-9322 (1) MPRJ (1)

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print) Raymond C. Fraker, MSG, 699-3175	SIGNATURE Raymond C. Fraker

DA FORM 1 JAN 76 2446 REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

BEST COPY AVAILABLE

PERMANENT ORDERS — **SAMPLE** — NOVEMBER 1994

ORDERS LOG

ORDER NUMBER	FORMAT	NAME	SSN Last Four	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
1 NOV 94 71-1	320	Fitch, Clyde	0845	1 Nov 94 / 10:30	B-1	

LOG FOR PERMANENT ORDERS SHOWING LAST ENTRY

305 — **SAMPLE** — NOVEMBER 1994

ORDERS LOG

ORDER NUMBER	FORMAT	NAME	SSN Last Four	DATE/TIME PRINTING	JOB #	DATE/TIME DISTRIBUTION
305 - 1	700	Bowden, Elmer	0854	1 Nov 94 / 11:00	A-1	
305 - 2	310	Jarrett, Harvey	0937	↓	↓	↓
305 - 3	414	Stine, Mark	0882	↓	↓	↓

LOG FOR ORDERS SHOWING LAST ENTRY

BEST COPY AVAILABLE

ANSWERS TO SELF-EVALUATION EXERCISE

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Ft Atterbury, Indiana 46124-9000

ORDERS 305-4 1 November 1994

TOWER, JAMES H., JR. 999-00-0846 CPT HQ, 3rd Bn, 3rd Ar (WZ14T0) Ft Atterbury, IN 46124-9322

You are reassigned as indicated below. No travel involved.

Assigned to: Co A, 3rd Bn, 3rd Ar (WZ14T0) Ft Atterbury, IN 46124-9322
Reporting date: 1 November 1994
Movement designator code: 3E01
Additional instructions: You will report to building 615, 1 November 1994 for processing.
Format: 420

FOR THE COMMANDER:

CHARLES F. MITTEN
MAJ, AG
Deputy Adjutant General

DISTRIBUTION:
C plus
CPT Tower (10)
Cdr, HQ 3rd Bn, 3rd Ar Ft Atterbury, IN 46124-9322 (1)
Cdr, Co A 3rd Bn, 3rd Ar Ft Atterbury, IN 46124-9322 (1)
MPRJ (1)

BEST COPY AVAILABLE

Each part of an answer has a value of one point. The total possible score is 24 points. A passing score is 20 points or more.

Note: Points are awarded as indicated (1).

Situation 1			Situation 2
1	1.	Correct margins.	1
1	2.	Letterhead.	1
1	3.	Type of orders.	1
1	4.	Orders number.	1
1	5.	Military date.	1
1	6.	Standard Name Line.	1
1	7.	Constant information.	1
1	8.	Lead lines.	1
1	9.	Variable information.	1
1	10.	Authority line.	1
1	11.	Signature block.	1
1	12.	Distribution listing.	1
12			12

The properly formatted military order answers are shown on pages 36 and 37.

BEST COPY AVAILABLE

PRETEST/POSTTEST ANSWER KEY

Situation 1

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

PERMANENT ORDERS 75-2 15 November 1994

NOFFKE, RICHARD P. 999-00-0875 SFC HHC, 3d Battalion, 3d Armor, (WZ14TO)
Fort Atterbury, IN 46124-9322

Announcement is made of the following award.

Award: Meritorious Service Medal
Date(s) or period of service: 15 July 1993 to 15 November 1994
Authority: Paragraph 2-15, AR 672-5-1
Reason: For meritorious service
Format: 320

FOR THE COMMANDER

CHARLES F. MITTEN
MAJ, AG
Deputy Adjutant General

DISTRIBUTION:
A plus
SFC Noffke (5)
Cdr, HHC, 3d Bn, 3d AR
Ft Atterbury, IN 46124-9322 (1)
Cdr PSD ATTN: AJJAG-P Ft
Atterbury, IN 46124-9115 (1)
MPRJ (1)

BEST COPY AVAILABLE

Situation 2

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

ORDERS 305-4 1 November 1994

Following order is revoked or rescinded as indicated.

Action: Revoke
So much of: Orders 293-4, Headquarters, 54th Infantry Division(M) 23 October 1994
Pertaining to: Reassignment of Bannon, Elmer K. 999-00-0854 PFC Headquarters Company U.S. Army Garrison (W13QD2) APO San Francisco 96555
Authority: Verbal Orders Commanding General, 1 November 1994
Format: 705

FOR THE COMMANDER

CHARLES F. MITTEN
MAJ, AG
Deputy Adjutant General

DISTRIBUTION:
8 plus
PFC Bannon (5)
Cdr, Hq Co USAG, APO 9655 (1)
Cdr, 3d Rn, 3d Ar Ft Atterbury, IN 46124-9322 (1)

* U.S. GOVERNMENT PRINTING OFFICE: 1986—641-960/000

BEST COPY AVAILABLE